

CITY OF MILPITAS
Effective: June 1985
EEOC: Professional
FLSA: Exempt
Unit: Protech/Plng &
Code Enforcement
Physical: 1

JUNIOR PLANNER/ASSISTANT PLANNER

DEFINITION

To perform professional level work in the field of current or advanced planning; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Junior Planner - This is the entry level class in the professional planning series. Positions at this level typically have appropriate specialized training with little or no job-related experience. The Junior Planner class serves as a training class to incumbents. The Junior Planner classification is distinguished from the Assistant Planner in the incumbents perform a significant portion of the work assigned to the full journey level class, but without the independence or full responsibility expected of positions at the journey level.

Assistant Planner - This is the full journey level class in the professional planning series. The Assistant Planner classification is distinguished from the Junior Planner by the performance of the full range of duties as assigned with only occasional instruction or assistance as new or unusual situations arise. Incumbents work independently under general supervision. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Planner class.

SUPERVISION RECEIVED AND EXERCISED

Junior Planner

Receives immediate supervision from an Associate Planner. May receive indirect supervision from higher level professional positions within the planning series.

Exercises no supervision.

CITY OF MILPITAS

Junior/Assistant Planner (Continued)

Assistant Planner

Receives general supervision from an Associate Planner. May receive indirect supervision from the Deputy City Manager--Community Development.

May exercise indirect supervision over subordinate planning staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform professional level work in the field of current or advanced planning.

Maintain demographic data and other related statistics.

Research, analyze, and interpret social, economic, population and land use data and trends.

Compile information and make recommendations on special studies; prepare technical and complex reports.

Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.

Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.

Confer with and advice architects, builders, attorneys, contractors, engineers, and general public regarding City development policies and standards.

Prepare staff reports and graphic displays; make presentations to the Planning Commission, City Council or other committees and boards as assigned; serve as staff.

Research and draft ordinances for review.

Perform related duties as assigned.

CITY OF MILPITAS
Junior/Assistant Planner (Continued)

QUALIFICATIONS

Junior Planner

Knowledge of:

Principles and practices of urban planning.

Current literature, information sources, and research techniques in the field of urban planning.

Ability to:

Learn laws underlying general plans, zoning and land divisions.

Learn applicable environmental laws and regulations.

Analyze and compile technical and statistical information and prepare reports.

Establish and maintain effective work relationships with City staff and general public.

Communicate effectively, orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

Assistant Planner

In addition to the qualifications for Junior Planner:

Knowledge of:

Applicable Federal, State and local laws, rule and regulations.

Ability to:

Interpret planning and zoning programs to the general public.

CITY OF MILPITAS

Junior/Assistant Planner (Continued)

Ability to:

Perform complex professional planning work with a minimum of supervision.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible planning experience comparable to that of a Junior Planner in the City of Milpitas.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

Approved by:

City Manager